DOCUMENT RESUME

ED 109 271 UD 015 305

TITLE	Employer's Manual on Affirmative Action in Employment.
INSTITUTION	Kentucky State Commission on Human Rights, Frankfort.
PUB DATE	Jul 73
NOTE	27p.
EDRS PRICE	MF-$0.76 HC-$1.95 PLUS POSTAGE
DESCRIPTORS	Administrative Policy; *Administrative Principles; Business Responsibility; Civil Rights; Employment Opportunities; *Employment Practices; *Equal Opportunities (Jobs); Guides; Industry; *Manuals; Minority Groups; Recruitment; State Government; Working Women
IDENTIFIERS	*Affirmative Action; *Kentucky

ABSTRACT

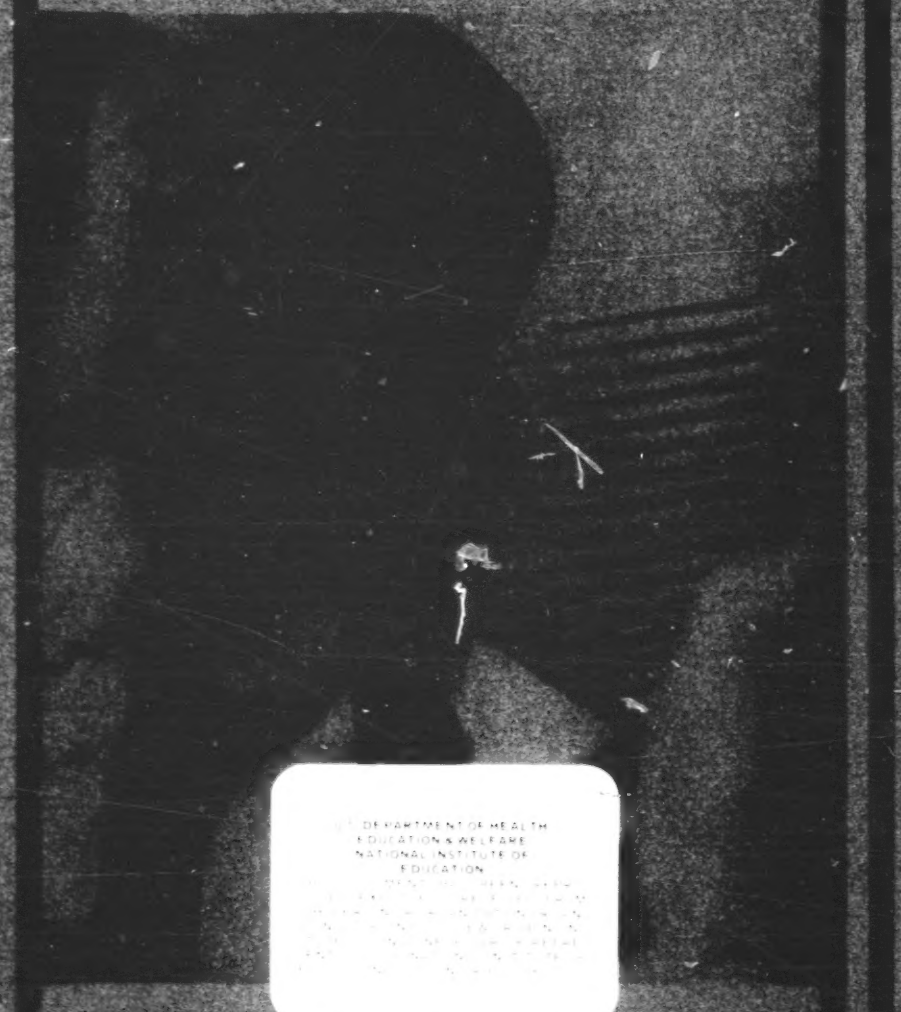
The express purpose of this manual is for its use by business and industry in Kentucky as an aid to eliminate discrimination. Affirmative action is defined here as a comprehensive effort by an employer designed to: employ women and minority persons where they are under-utilized; include minority persons and women in all facets of the company's operations--from management to maintenance; increase company awareness of an interest in the whole of its community; and, insure that company policy toward equal opportunity is not negative, and not neutral--but positive. A model plan is detailed. It is asserted that the manual should be used by a company in developing its own affirmative action policy; that it incorporates quite specific and comprehensive policies and procedures, which, if adopted and followed, should help a company move toward the goal of equal employment opportunity. Testing and other employee selection criteria are discussed. Several lists of Kentucky-based organizations which may be able to assist a company to recruit and hire minority and female persons are given, including: National Association for Advancement of Colored People; Urban Leagues; Official Human Rights Agencies, Unofficial Human Rights Agencies, Women's Groups, Community Action Commissions, Black Communication Media, State and Local Agencies, Schools, and Area Development Districts. (Author/JM)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED109271

EMPLOYER'S MANUAL

ON AFFIRMATIVE ACTION IN EMPLOYMENT....



U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

UD 015105

KENTUCKY COMMISSION ON HUMAN RIGHTS

A Resource Manual on Affirmative Action in Employment

This manual is designed for use by business and industry in Kentucky as an aid to eliminate discrimination. Discrimination prevents women, certain age groups, and racial, religious and ethnic minorities from using their full productive capacities to their benefit, industry's and that of the Commonwealth of Kentucky. It is only through leadership and initiative by employers that such discrimination can be eliminated and equal employment opportunities be extended to all.

The Kentucky Commission on Human Rights administers Kentucky's laws against discrimination in employment, public accommodations and housing. The Kentucky Civil Rights Act forbids employment discrimination because of race, color, religion, national origin, sex, or age between 40 and 65. Such discrimination is unlawful in recruiting, pre-employment inquiries, hiring, firing, promotion, other conditions of employment and requirements for admission to unions or apprenticeship training programs. The law applies to all employment agencies, labor unions, local government agencies, and private businesses employing eight to more persons.

The Commission is equally concerned about ending discrimination in each aspect of its coverage but for purposes of brevity in this publication the term "minority groups and women" is frequently used encompassing discrimination based on race, color, religion, national origin, sex, or age between 40 and 65.

TABLE OF CONTENTS

Page

Affirmative Action - What It Means - - - - - - - - - - - - - - 2

Model Affirmative Action Plan - - - - - - - - - - - - - - - - - 4

Testing and Other Employee Selection Criteria - - - - - - - - 9

Recruiting Minority and Female Persons

NAACP - 12
Urban Leagues - 13
Official Human Rights Agencies - - - - - - - - - - - - - - 14
Unofficial Human Rights Agencies - - - - - - - - - - - - - 15
Women's Groups - 15
Community Action Commissions - - - - - - - - - - - - - - 16
Black Communication Media - - - - - - - - - - - - - - - - 19
Other Groups - 19
State and Local Agencies - - - - - - - - - - - - - - - - - - 20
Schools - 22
Area Development Districts - - - - - - - - - - - - - - - - 23

AFFIRMATIVE ACTION: WHAT IT MEANS:

Affirmative Action is comprehensive effort by an employer designed to:

(a) to employ women and minority persons where they are under-utilized;

(b) include minority persons and women in all facets of the company's operations -- from management to maintenance;

(c) increase company awareness of and interest in the whole of its community; and

(d) insure that company policy toward equal opportunity is not negative, and not neutral -- but positive.

AFFIRMATIVE ACTION STARTS WITH RECOGNITION THAT:

Employment discrimination perpetuates unequal opportunity.

Lack of affirmative action perpetuates employment discrimination.

Employment discrimination is unlawful.

Employment discrimination, however, inadvertent, can occur at any company.

An announced policy of equal employment opportunity cannot be implemented through personnel practices developed when a company openly and deliberately discriminated.

The elimination of employment discrimination can be accomplished through continuing affirmative remedial action.

An affirmative action program works only when people administering the program really want it to work. Thus, implementation of the program should be more than a personnel department objective. It should be a prime management objective.

AFFIRMATIVE ACTION CAUSES AN END TO OUTMODED PERSONNEL EVALUATION PROCEDURES:

Procedures which do not produce affirmative results are discarded.

New procedures are instituted. These procedures conform to the goal of greater minority and female representation on the company's work force where the company has determined that it is deficient. The company determines its deficiency in the utilization of minority groups and women by comparative analysis of its own work force with the available work force in the local labor area. The local labor area would include those communities and counties that are within reasonable commuting distance of the work site.

The personnel procedures are designed so that management can evaluate and, if necessary, improve the procedures.

These procedures insure that no recruiting, screening, or selection devices tend to exclude disproportionate numbers of minorities -- unless such devices are demonstrably relevant to skill requirements for specific jobs.

AFFIRMATIVE ACTION CREATES SPECIFIC NEW PROCEDURES LEADING TO SPECIFIC GOALS:

The individual employer decides what particular techniques will best initiate and accelerate his affirmative action program. But crucial to the success of any program is management's demand for visible and continuing results.

AFFIRMATIVE ACTION PRODUCES RESULTS:

The employer's intent not to discriminate is translated into action which produces results.

MODEL PLAN AS A GUIDE

We have included on the following pages of this manual a model plan which should be used by a company in developing its own affirmative action policy. It incorporates quite specific and comprehensive policies and procedures which if adopted and followed should help a company move toward the goal of equal employment opportunity. Of course, the circumstances, internal procedures, and resources of each company will vary greatly. We recommend that a company study the enclosed model carefully and then endeavor to keep the intent of the plan while adapting the language to suit the company's particular situation.

A Model Affirmative Action Plan
General Program

Policy

The X company sets forth this general policy of equal employment opportunities:

> "The X company believes in the principle and practice of equal opportunity employment. Furthermore, the X company intends to comply with the letter and spirit of federal, state and local laws and regulations prohibiting discrimination on the basis of race, color, religion, national origin, sex and age (40-65). Therefore, it will hereby institute a program of affirmative action to translate X company's beliefs into results and herein make clear that on the job and on the premises discrimination against others will not be tolerated. Employees found violating this policy will be disciplined appropriately."

The X company has developed a (detailed and comprehensive) plan for implementing this policy. It has set specific goals and dates for achieving these goals as the following indicates. One individual (_____) has been assigned the responsibility for its implementation.

This policy as written will be distributed to all supervisory personnel and to all other employees, recruitment sources, employee bargaining organizations and contractors. The chief executive officer will meet personally with other company officials who make personnel decisions to explain the policy and program. These officials and supervisory ones will be in a position to explain the program further to every employee.

The X company will analyze its major job classifications and determine to what extent there is underuitlization of minorities, older workers and/or women in specific job classifications. ("Underutilization" means having fewer minorities older workers or women in job classifications than would reasonably be expected by their availability.)

The X company president will approve and have overall responsibility for directing the Affirmative Action Program. The Industrial Relations Director will have the responsibility of reporting and monitoring procedures and recommending corrective action to insure compliance with the company's program. The program will include but not be limited to the following:

1. Recruit, hire and promote all job classifications without regard to race, color, religion, national origin, sex and age (40-65).

2. Base decisions on employment so as to further the principle of Equal Employment Opportunity.

3. Insure that promotion decisions are based on valid requirements for promotional opportunities.

4. Insure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, company sponsored training, education, tutition assistance, social and recreation programs, will be administered without regard to race, color, religion, national origin, sex, or age (40-65).

The X company Affirmative Action Program and Policy will be disseminated internally as follows:

1. Special meetings will be held with executive, management and supervisory personnel to the Policy and Plan and each individual's President.

2. The policy will be thoroughly discussed in employee orientation and indoctrination sessions and management training programs.

3. The Industrial Relations Department will meet with Union officials to inform them of the policy and request their continued cooperation.

4. The company and unions will continue non-discrimination clauses in their Union Agreements and review contractual provisions to insure that they are non-discriminatory or do not have a discriminatory effect.

5. Articles will be printed from time to time as necessary covering Equal Employment Opportunity Programs, progress reports, promotion of minority group employees, et cetera.

6. The company's policy on Equal Employment Opportunity and a synopsis of our Affirmative Action Plan will be posted on company bulletin boards.

7. When employees are pictured in product advertising both young and old, minority, women, and non-minority employees will be shown.

The X company will also disseminate its Equal Opportunity policy externally as follows:

1. Incorporate the Equal Employment Opportunity clause in all purchase orders, leases, contracts, et cetera, covered by Federal Executive Order 11246, as amended, and its implementing regulations.

2. Send written notification of the company's policy to all subcontractors, vendors and suppliers requesting appropriate action on their part, and request their certificate of non-segregated facilities.

Recruitment

1. The X company will inform all recruiting sources verbally and in writing of the company's policy stipulating that these sources actively recruit and refer minority, women and older workers candidates for all positions listed.

2. The X company will notify local minority and women organizations such as churches and civic clubs, community agencies, local secondary schools and colleges within the recruitment area and employment area of the company's Equal Opportunity--Affirmative Action Employment Program. It shall contact vocational and technical schools, and employment and guidance counselors to inform them of its policy and program.

3. Help wanted ads in the communication media will carry the caption "An Equal Opportunity Employer."

4. Personnel officers and recruiters will call regularly on minority recruitment sources.

5. Recruiters will be sent to career days at predominately black schools and colleges or to those which have larger percentages of blacks.

6. Present minority and women employees will be asked to refer friends for job vacancies.

Hiring

1. Pre-employment requirements for every job normally filled from outside the present work force will be reviewed. For instance, the X company will determine the relevance of a high school diploma for employment, the necessity of the stated typing speed, and need for college graduation to hold certain positions. Requirements that are specifically not related to actual job needs will be dropped.

2. All black and women applicants who apply will automatically complete an application to be placed in an Affirmative Action Applicant file whether or not there are vacancies. This file will be consulted each time there is a vacancy to determine the possibility of hiring from it. Each application will be maintained for, at least, a year if it is not updated by the applicant. The file will be maintained and used as long as there are job categories where blacks are underutilized.

3. All tests and other selection criteria will be validated for every job to insure that they are job related and not culturally biased. Tests which substitute for overall evaluation of an applicants future performance will be eliminated. Criteria which do not demonstrably predict future job success will be discarded.

4. No applicant will be automatically disqualified because of an arrest record. Nor will convictions automatically disqualify an applicant.

5. Minority and women applicants will be solicited for all information about their skills and training to determine if they are qualified for another job or position.

6. Each clearly unqualified minority applicant will be advised of the steps he should take to become qualified, or assisted in finding other employment, or both.

Training

The company will seek out and encourage minority women and older employees to participate in training programs to better qualify them for skilled, technical and management positions. These will include but not be limited to apprenticeship training programs and refresher courses.

The company will offer on-the-job taining.

Minorities women and older workers will be made aware of educational grants and financial compensation and encouraged to utilize these to attend trade and vocational schools to upgrade their skills and increase the possibility of their promotability. They will also be made aware of other grants to pursue college training in course work directly related to their present job or work area to which they hope to be promoted.

Minorities, women and older workers will be placed in better paying jobs after completing their training.

Promotions

Qualified minority women and older employees will be promoted to jobs and opportunities commensurate with their skills.

A list of minority women and older employees with skills to qualify for upgrading will be maintained and used in filling promotional vacancies.

Minority women and older employees will be systematically informed of promotional opportunities.

Monitoring and Reporting

It will be the duty of the Department to continually monitor the recruiting, selection, placement, promotion, transfer and training functions within this company to assure compliance with the stated Affirmative Action Program. Specifically, in the area of recruiting, the number of employment agencies contacted will be reduced and those agencies which supply qualified applicants and specifically, qualified minority women and older applicants, will be utilized to a greater extent. These agencies will again be contacted informing them not only that the company is an Equal Employment Opportunity Employer, but also apprising them of its Affirmative Action Program.

The X company statistical reporting of applicants will be broadened to better determine compliance with this stated Affirmative Action Program. The X company will monitor its employment procedure to insure the following statistics are accurately kept.

1. The number of people interviewed.
2. The recruitment source for each applicant
3. The number of applicants hired from each recruiting source.
4. The number and age of males, females, and minorities by category that were hired or applied for work.
5. The beginning classification for each new "hire" and the wage or salary level.

The appointed affirmative action director will continually monitor the selection, placement, transfer and promotion procedures to insure that all employees or applicants are considered without regard to race, creed, sex, religion, national origin, or age (40-65). The X company will continue to contact minority group referral sources and specifically, request minority applicants for any and all job vacancies.

All supervisors and managers will be apprised of the Affirmative Action Program to insure that their determination and selection of employees is made on valid qualification considerations complying with this program.

Daily statistics on applicants and transfers will be maintained. These figures will be compiled monthly for review by authorized personnel along with any necessary reports for turnover and employment activity.

The official in X company responsible for the affirmative action program will complete and maintain this chart on goals and time tables on positions where underutilization of minorities and women occurs.

GOALS AND TIMETABLES

The company adopts the following goals and timetables for accomplishing equal employment opportunity:

Position	Total Employees	Minority Employees	Women Employees	New Hires or Promotions	
				Minorities	Women

Anticipated turnover for the next _____ months.

TESTING AND OTHER EMPLOYEE SELECTION CRITERIA

In light of a 1971 Supreme Court decision Griggs vs. Duke Power Company, employers should carefully re-examine their employee selection criteria. In the Griggs case the Supreme Court held that it is illegal for an employer to use either a test or an educational requirement which screens out a disparate proportion of Blacks, women, or minority groups, unless he can prove that the requirement is directly related to the specific job for which the individual is being considered. The Court said that once it is established that a particular test or standard has the effect of screening out a particular group, the employer must be able to prove that the requirement bears a demonstrable relationship to successful performance of the job for which it is being used. The fact that the employer using a test does not intend discrimination is irrelevant; the law is directed to consequences of employment practices, regardless of motivation. The Congress and the Court requires the removal of artificial, arbitrary, and unnecessary barriers to employment. The company must be able to demonstrate the business necessity for all job requirements.

The Kentucky Commission on Human Rights and others have frequently found that tests and other selection criteria now used by employers often bear little or no relevance to job performance. It has also frequently found that disportionate numbers of minorities are screened out by such irrelevant tests and selection criteria. Some of the problems and pitfalls with testing are listed below with explanation and examples:

1. Cultural bias - Tests often demand information irrelevant to the experience of minority people and poor people.

For example, many years ago before the civil rights movement was strong, "the General Electric Company, at its Schenectady plants found that applicants from Polish and Italian speaking homes were handicapped in taking verbal tests of mental ability for jobs that did not require verbal proficiency. The company's personnel men compensated for this by substituting non-verbal tests in cases where applicants fared poorly on standard tests."[1]

Cultural bias in job testing could be a two way street. Below are listed four sample questions. Questions one and two are taken from widely used tests. It doesn't require much sensitivity to see that a middle class white person would have a better chance than poor black persons answering the questions "right." Questions three and four are taken from a hypothetical test rooted in a Negro setting. Such questions could discriminate against whites.

a. What does R.V.S.P. mean on an invitation?

b. In general it is safer to judge a man's character by his:

1. voice 2. clothes 3. deeds
4. wealth 5. face

1. Myron Kendel, Employment Testing: Guide Signs, Not Stop Signs. U. S. Commission on Civil Rights Clearinghouse, Pub. No. 10, 1968, p. 9

c. The opposite of square is:

1. round 2. up 3. down
4. hip 5. lame

d. If a man is called a "Blood," then he is a:

1. fighter 2. Mexican American 3. Negro
4. hungry hemophile 5. redman or Indian

2. Over-emphasis on academic achievement. Many tests measure skills in reading, writing, arithmetic and other academic subjects. Due to discrimination in education, such tests may tend to screen out disportionate numbers of minorities. For example, many firms require a high school diploma for even manual jobs.

3. Lack of relevance to the Job. Many tests and selection criteria have little or no demonstrated relevance to the job for which the test is required.

"This is well illustrated by the experience of the Federal Department Stores of Detroit. This company, which like most in its field is continually faced with the problem of finding competent salespeople, took 16 youths from culturally and economically deprived areas -- all of whom had flunked standard employment tests -- and put them through a special 10-week training course. After completing the program, 14 became permanent employees of Federal Stores and two were employed elsewhere -- even though all of them had been discarded as "unemployable" by the employers whose tests they had failed. As a group, the trainees averaged well above the sales level expected of new employees, and the individual performance of all but two of them exceeded what had been predicted by sales aptitude tests."[2]

Example of irrelevant and discriminatory selection methods should also be considered. For instance, some factories use an informal hiring procedure in which they inform their current employees about available openings. The employees then tell their relatives and friends. In an all white factory such a system will usually have the effect of discrimination against Blacks. Some companies have minimum height standards which bear little or no relevance to the job. Such standards could have the effect of discriminating against women.

Testing is a very complex subject and this discussion should only be considered an introduction. More detailed information on the subject of employment testing may be obtained from the Kentucky Commission on Human Rights or the Federal Equal Employment Opportunity Commission.

2. Myron Kendel, Employment Testing: Guide Signs, Not Stop Signs. U. S. Commission on Civil Rights Clearinghouse, Pub. No. 10, 1968, p. 9.

AFFIRMATIVE ACTION PRODUCES RESULTS

TO GET RESULTS:

--- SET POLICY

--- RECRUIT

--- HIRE

--- TRAIN

--- PROMOTE

--- FOLLOW THROUGH

* * * * * * * *

RECRUITING MINORITY AND FEMALE PERSONS

The following are lists of Kentucky-based organizations which should be able to assist your company in recruitment and hiring of minority and female persons. In contacting these organizations, it is the employer's responsibility to make clear that he believes in equal employment opportunity and therefore hires on a non-discriminatory basis. Employers are urged to meet with, not just phone or write, representatives of these organizations:

STATE AND LOCAL GOVERNMENT AGENCIES

U. S. DEPARTMENT OF LABOR

SCHOOLS AND COLLEGES

HUMAN RELATIONS AND CIVIL RIGHTS GROUPS

OFFICE OF ECONOMIC OPPORTUNITY PROGRAMS

COMMUNICATION MEDIA

COMMUNITY CONTACTS

WOMEN'S GROUPS

AREA DEVELOPMENT DISTRICTS

SIMILAR GROUPS

In the course of direct consultation with interested firms, the Kentucky Commission on Human Rights can provide more detailed information, arrange contacts and meetings and recommend programs to meet the unique manpower requirements of an individual employer.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

CITY BRANCES:

Mr. Earl Willis
503 Willis Street
Columbia, Kentucky 42728

Mr. Walter R. Starks
411 Ninth Street
Ashland, Kentucky 41101

Mrs. Davis Thompson
Route # 1, Box 19C
Barbourville, Kentucky 40906

Mr. Felmon Blackman
Box 16
Wheelwright, Kentucky 41669

Mr. Shelby White
614 Center Street
Bowling Green, Kentucky 42101

Mr. M. C. Bradford
Box 317
Cumberland, Kentucky 40823

Miss Helen Fisher
143 Rowe Street
Danville, Kentucky 40422
Phone: 502-236-4421

Mr. Henry Sanders
Langford Avenue
Frankfort, Kentucky 40601

Mr. I. L. Armstrong
311 Anderson Street
Fulton, Kentucky 42041

Rev. C. L. Adams
210 Kentucky Avenue
Harlan, Kentucky 40831

Mrs. Estelle Tate
759 Tate Street
Hazard, Kentucky 41701

Mrs. Rose Oldham
200 West Edmunda Street
Hopkinsville, Kentucky 42240
Phone: 502-885-8710

Mrs. Eva Carmen
413 Union Street
Irvington, Kentucky 40146

Rev. C. C. Richardson
742 Charles Avenue
Lexington, Kentucky 40500
Phone: 606-257-4058

Mr. Charles J. Lunderman
Tyler Building
319 West Jefferson Street
Louisville, Kentucky 40200
Phone: 502-584-6369 Off.
502-772-1070 Res.

Mr. Albert Lacey
Box 317
Cumberland, Kentucky 40823

Mr. Jimmy Stewart
875 North Main Street, Lot # 75
Franklin, Kentucky 42134

Mr. Archie T. Johnson
Box 13
Campbellsville, Kentucky 42718

Rev. Shelby Garnett
606 North King Street
Sturgis, Kentucky 42459

Rev. W. J. Hodge
Urban Program Director
1901 West Jefferson Street
Louisville, Kentucky 40211
Phone: 502-584-7912 Res.

Reverend J. W. Jones
43 North Burns Street
Winchester, Kentucky 40391

(NAACP Branches Continued)

Mr. William Peters
Route # 5
Lancaster, Kentucky 40444

Rev. Matthew Petway
356 Lincoln Avenue
Lebanon, Kentucky 40033

Mr. Curlee Brown
1028 Husband Street
Paducah, Kentucky 4200'

Evangelist M. Williams
546 Laffon Street
Madisonville, Kentucky 42431

Mr. Donald Owsley
926 Breckenridge Street
Owensboro, Kentucky 42301

Rev. A. M. Brooks
663 South Seventh Street
Henderson, Kentucky 42420

Mrs. Eulalia Conley
112 Lynn Street
Covington, Kentucky
Phone: 606-291-4967

Rev. J. T. Ballew
144 Holly Street
Richmond, Kentucky 40475

URBAN LEAGUES:

Urban League, Lexington
629 Georgetown Street
Lexington, Kentucky
Porter Peoples, Executive Director
Phone: 606-233-1562

Urban League, Louisville
207 West Market Street
Louisville, Kentucky 40202
Mr. Arthur Walters, Executive Director
Phone: 502-583-4836

On-the-Job-Training
Louisville Urban League
Mr. John H. Shumake, Project Director
209 West Market Street
Louisville, Kentucky 40202
Phone: 584-0270

The Urban League is a nationwide interracial agency giving full-time professional attention to the economic and social welfare of the black population.

OFFICIAL HUMAN RIGHTS AGENCIES

Ashland Human Rights Commission
Howard Dan Brown, Chairman
222 - 34th Street
Ashland, Kentucky 41101

Bardstown-Nelson County Human Relations Commission
Mrs. Martha Lewis, Chairman
825 West Kurtz Street
Bardstown, Kentucky 40009

Bowling Green Human Rights Commission
Ms. Ida Denes, Executive Director
c/o 416 East Tenth Street
Bowling Green, Kentucky 42101

Covington-Kenton County Commission on Human Rights
Ms. Jean Vercouteren, Chairman
314 West 7th Street
Covington, Kentucky 41011

Danville Human Rights Commission
Dr. F. A. Martin, Chairman
515 Graham Road
Danville, Kentucky 40422

Frankfort-Franklin County Human Rights Commission
Clifford E. Smith, Chairman
Law Offices of
Smith, Yessin, Davies and Fossett
6th Floor McClure Building
Frankfort, Kentucky 40601

Franklin-Simpson County Human Relations Commission
Reverend Floyd Savage, Chairman
405 Peach Street
Franklin, Kentucky 42134

Henderson-Henderson County Human Rights Commission
Richard Morse, Jr., Chairman
719 North Adams Street
Henderson, Kentucky 42420

Hopkinsville Human Relations Commission
Mrs. Clifford Parrish, Executive Director
P. O. Box 724
Hopkinsville, Kentucky 42240

Lebanon Human Rights Commission
Mrs. John-Motley, Chairman
420 Walnut Street
Lebanon, Kentucky 40033

Lexington-Fayette County Commission on Human Rights
Glenn Pritchett, Executive Director
227 North Upper Street
Lexington, Kentucky 40507

Louisville-Jefferson County Human Relations Commission
Dr. Martin Perley, Executive Director
Municipal Sewage Building
Louisville, Kentucky 40203

Madisonville Human Rights Commission
Reverend John Taylor, Chairman
City Hall
Madisonville, Kentucky 40431

Maysville Commission on Human Rights
Charlton Fields, Chairman
326 East Fifth Street
Maysville, Kentucky 41056

Midway, Versailles & Woodford County Human Rights Commission
Mrs. Ruth Housek, Chairman
167 Elm Street
Versailles, Kentucky 40383

Murray Commission on Human Rights
Dave Willis, Chairman
202 Spruce Street
Murray, Kentucky 42071

Owensboro Mayor's Commission on Human Rights
Joseph L. Hagan, Chairman
c/o Medley Distilling Company
Owensboro, Kentucky 42071

Paducah Commission on Human Rights
John Hester, Chairman
272 Old Orchard Road
Paducah, Kentucky 42001

Paris Commission on Human Rights
Mrs. Laurance Simpson, Chairman
Peacock Road-Shawhan
Paris, Kentucky 40361

Springfield Commission on Human Rights
Mr. A. A. Robertson, Chairman
County Court House
Springfield, Kentucky 40069

UNOFFICIAL HUMAN RIGHTS COMMISSIONS

Barbourville-Knox County Human Rights Commission
Reverend H. B. Harris, Chairman
Union College
Barbourville, Kentucky 40906

Somerset Human Rights Commission
Reverend Jack Wilhelm, Chairman
First Presbyterian Church
302 North Maple Street
Somerset, Kentucky 42501

Berea Council on Human Relations
City Hall
Berea, Kentucky 40403
Contacts: Mrs. Brenda Harris
Kentucky Tower Apt., # 4
Berea, Kentucky 40403

Mr. Paul Larsen
c/o Berea College
Berea, Kentucky 40403

WOMEN'S GROUPS

Your local Chamber of Commerce usually maintains a list of civic clubs in your area. Some of the women's groups which may be a good source of contact are as follows: League of Women Voters, National Council of Negro Women, ZONTA, Altrusa, Business and Professional Women's Club, Federated Women's Clubs, Auxiliaries of men's civic clubs, and many others. The following are some statewide organizations which may be of assistance:

Ms. Marie Humphries
Women's Chamber of Commerce
Suite 343, Kentucky Towers
Louisville, Kentucky 40202
Phone: 502-584-6265

Ms. Nancy Ray
Women's Equity Action League
428 West Second Street
Lexington, Kentucky 40508
Phone: 606-252-0010

Mrs. Donna Maier, Esquire
Kentucky Women's Political Caucus
2014 Cherokee Parkway
Louisville, Kentucky 40200
Phone: 502-458-3975

Mrs. Marci Segal
Women's Rights Committee
Kentucky Civil Liberties Union
205 South 4th Street
Louisville, Kentucky 40202
Phone: 502-584-2335

Mrs. Marie Abrams, Chairman
Kentucky Commission on Women
306 Castleview
Louisville, Kentucky 40207

AREA COMMUNITY ACTION PROGRAM DIRECTORS FOR KENTUCKY

AS OF AUGUST 9, 1972

AREA 1

Mississippi River Economic Opportunity Council, Inc.
Augustus Pearson, Director
Teresa Curtis, Equal Opportunity Officer
316 Anderson Street
Fulton, Kentucky 42041
Phone: 502-472-1962

AREA 2

Pennyrile Community Action Agency, Inc.
I. Fred Porter, Director
Rev. C. A. Striplin, Equal Opportunity Officer
Courthouse Annex, Room 308
Hopkinsville, Kentucky 42240
Phone: 502-886-5178

AREA 3

Hopkins-Muhlenberg Community Action Commission, Inc.
Joe Lovell, Director
Ed Drake, Equal Opportunity Officer
Box 427
Madisonville, Kentucky 42431
Phone: 502-821-8114

AREA 4

Henderson-Union-Webster Area Development Council, Inc.
William C. Staples, Director
Herbert Kirkwood, Equal Opportunity Officer
Route 1, Box 418
Henderson, Kentucky 42420
Phone: 502-826-6071

AREA 5

Owensboro Area Economic Opportunity Council, Inc.
Ronald Logsdon, Director
Anice Watson, Equal Opportunity Officer
1501 Frederica Street, Room 201
Owensboro, Kentucky 42301
Phone: 502-683-7317

AREA 6

Southern Kentucky Economic Opportunity Council, Inc.
Joseph S. Owmby, Director
Toby Ann VanMeter, Equal Opportunity Officer
417 Third Street
Bowling Green, Kentucky 42101
Phone: 502-842-6571

AREA 7

Central Kentucky Community Action Council, Inc.
John Brennan, Director
Shirley Reed, Equal Opportunity Officer
406 West Main Street
Lebanon, Kentucky 40033
Phone: 502-589-3100

AREA 8

Louisville-Jefferson County Community Action Commission, Inc.
Fermon Knox, Director
617 West Jefferson Street
Louisville, Kentucky 40202
Phone: 502-589-3100

AREA 9

Northern Kentucky Community Action Commission
Tom Clemons, Director
Margie Henry, Equal Opportunity Officer
Newport Mall
Newport, Kentucky 41071
Phone: 606-581-6607

AREA 10

Community Action Lexington-Fayette County (CALF)
John Biedenkapp, Director
William H. Ballew, Equal Opportunity Officer
P. O. Box 1251
Lexington, Kentucky 40505
Phone: 606-254-9354

AREA 11

Blue Grass Economic Opportunity Council, Inc.
Paul Tincher, Director
202 Woodford Street
Lawrenceburg, Kentucky 40342
Phone: 502-839-3453 or
502-875-2695

AREA 12

West Lake Cumberland Area Improvement Council, Inc.
John Phelps, Director
Terry Leiter, Equal Opportunity Officer
202 Public Square, Box 197
Columbia, Kentucky 42728
Phone: 502-384-2147

AREA 13

East Lake Cumberland Area Development Council, Inc.
Thurston Frye, Director
Fred C. Wright, Equal Opportunity Officer
Box 116
Monticello, Kentucky 42633
Phone: 606-348-8481

AREA 14

Bell-Whitley Community Action Agency
Vernon West, Director
Viola Cleveland, Equal Opportunity Officer
P. O. Box 1468
Lothbury Avenue
Middlesboro, Kentucky 40965
Phone: 606-248-4050

AREA 15

Harlan County Community Action Agency
Anna L. Gibson, Director
Jerry Fee, Equal Opportunity Officer
314 South Main Street
Harlan, Kentucky 40831
Phone: 606- 573-5335/5331/5330

AREA 16

Daniel Boone Development Council, Inc.
Henry J. Garrison, Interim Director
P. O. Box 431
Manchester, Kentucky 40962
Phone: 606-598-5127

AREA 17

Knox County Economic Opportunity Council, Inc.
Hollis West, Director
Larry York, Equal Opportunity Officer
Box 135
Barbourville, Kentucky 40906
Phone: 606-546-3152 Ext. 65

AREA 18

Leslie, Knott, Letcher, Perry Community Action Council, Inc.
Jesse Amburgey, Director
Naomi Hager, Equal Opportunity Officer
P. O. Box 748
Whitesburg, Kentucky 41858
Phone: 606-633-4458

AREA 19

Middle Kentucky River Area Development Council, Inc.
Margaret Brown, Acting Director
Box 255
Jackson, Kentucky 41339
Phone: 606-633-4458

AREA 20

Kentucky River Foothills Development Council, Inc.
Lynn Frazer, Director
Margaret Wearren, Equal Opportunity Officer
McKee Building, Main Street
Richmond, Kentucky 40475
Phone: 606-623-7233

AREA 21

Licking Valley Community Action Program, Inc.
Bill Perkins, Director
Carrie Clemons, Equal Opportunity Officer
235-B West Water Street
Flemingsburg, Kentucky 41041
Phone: 606-845-1041

AREA 22

Northeast Kentucky Area Development Council, Inc.
Eugene Binion, Director
Sid Stewart, Equal Opportunity Officer
Box U
Olive Hill, Kentucky 41164
Phone: 606-286-4443/4444

AREA 23

Big Sandy Community Action Program
Harry Eastburn, Director
Edith Allen, Equal Opportunity Officer
Johnson County Courthouse
Paintsville, Kentucky 41240
Phone: 606-789-3641

BLACK COMMUNICATION MEDIA:

1. Newspapers:

Louisville Defender
1720 Dixie Highway
Louisville, Kentucky
Frank Stanley, Sr.
Phone: 502-772-2591

Bluegrass Edition
Louisville Defender
203 West Third Street
Lexington, Kentucky
Phone: 606-233-0226

2. Radio:

Station WLOU
2549 South Third Street
Louisville, Kentucky 636-3535

OTHER GROUPS:

Jewish Vocational Service
410 Republic Building
429 West Walnut Street
Louisville, Kentucky 40202

David Dobson, Executive Director
Phone: 502-584-8336

This service offers educational and vocational counseling to residents of Greater Louisville. Program includes individual diagnosis through use of psychological tests, evaluation of school difficulties for students and job counseling for adult workers. Also offers job placement services.

National Alliance of Businessmen
600 South Seventh Street
Louisville, Kentucky

Phone: 502-584-2403

The National Alliance of Businessmen (NABO) was organized at the request of the President of the United States. Its purpose is to unify and coordinate efforts of the business community to combat unemployment and underemployment. NABO can familiarize employers with affirmative action programs undertaken by other firms and can help employers find marginally qualified but trainable job applicants. By contracting with the U. S. Department of Labor, participating firms may receive reimbursement for training costs over and above the cost of training.

Jobs Now, Inc.
1326 West Walnut Street
Louisville, Kentucky 40203
Phone: 502-582-2237

Jobs Now, Inc.
Louisville Road
Frankfort, Kentucky 40601
Phone: 502-875-1030

Jobs Now is a local expression of the National Alliance of Businessmen.

Congress of Racial Equality
Apartment # 3 - 153 Elm Tree Lane
Lexington, Kentucky 40508

STATE AND LOCAL GOVERNMENT AGENCIES

State Employment Services and Youth Opportunity Centers

Office	Manager and Address	Tel. No.	Counties Served
Ashland 41101	Rudolph Skaggs 1840 Carter Avenue	324-7151	Boyd, Greenup, Lawrence
Bowling Green 42101	Bob C. Brown 803 Chestnut Street	843-4353	Allen, Butler Logan, Simpson Edmonson, Warren
Corbin 40701	A. P. Walker 310 East Center Street, NE P. O. Box 479	528-2577	Clay, Jackson, Knox, Laurel, Owsley, Rockcastle, Whitley
Covington 41011	Jack Lancaster 320 Garrard Street	291-5240	Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Pendleton
Danville 40422	Marvin E. Graves 121 East Broadway	236-6411	Boyle, Casey, Garrard, Lincoln, Marion, Mercer, Washington
Elizabethtown 42701	Mrs. Joan Tabb 229 N. Miles Street	769-3316	Breckinridge, Grayson, Hardin, Larue, Meade, Nelson
Frankfort 40601	Cecil Moore High and Mero Streets	223-1658 223-1659	Anderson, Franklin Henry, Owen, Shelby, Woodford
Glasgow 42141	Mrs. Elizabeth G. Monroe 445 N. Green Street P. O. Box 317	651-2121	Adair, Barren, Cumberland, Green Hart, Monroe, Metcalfe, Taylor
Harlan 40831	William D. Forester 119 S. Cumberland Ave.	573-3160	Harlan
Hazard 41701	Fred Caudill High Street P. O. Box 679	436-2135	Breathitt, Knott, Leslie, Letcher, Perry
Henderson 42420	Charles D. Mulligan 212 N. Water Street	826-2746	Crittenden, Henderson, Union
Hopkinsville 42240	Martin L. Norfleet 110 River Front Drive	886-4484	Caldwell, Christian, Lyon, Todd, Trigg
Lexington 40508	L. J. Foster 300 S. Upper Street	252-2371	Bourbon, Fayette, Harrison, Jessamine, Nicholas, Scott

Louisville 40203	O. L. Burkeen 600 West Cedar Street	585-5911	Bullitt, Jefferson Oldham, Spencer, Trimble
Madisonville 42431	Charles W. Veazey 56 Federal Street	821-7611 821-7612	Hopkins, Muhlenberg, Webster
Mayfield 42066	Joe B. Smith 319 S. Seventh Street	247-3857	Calloway, Fulton, Graves, Hickman
Maysville 41056	Ernest Mefford Kehoe Viaduct	564-3347	Bracken, Fleming, Lewis, Mason, Robertson
Middlesboro 40965	William D. Forester 109 S. 22nd Street P. O. Box 96	248-4640	Bell
Morehead 40351	Paul D. Thompson 126 Bradley Avenue P. O. Box 147	784-7538 784-7539	Bath, Carter, Elliott, Menifee, Morgan, Rowan
Owensboro 42301	Roy C. Russell 215 E. Fourth Street Box 842	683-2494 683-2495	Daviess, Hancock, McLean, Ohio
Paducah	Mrs. Dorothy Marshall 416 S. Sixth Street	444-6391	Ballard, Carlisle, Livingston, McCracken, Marshall
Pikeville 41501	Mrs. Belma B. May 216 College Street	437-6221	Pike
Prestonsburg 41653	Glenn S. Anderson North Lake Drive	886-2396 886-2397	Floyd, Johnson, Magoffin, Martin
Somerset 42501	Howard L. Selvidge 410 E. Mt. Vernon Street	679-4311	Clinton, McCreary, Pulaski, Russell, Wayne
Winchester 40391	L. A. Banninger 15 West Lexington Ave.	744-2832	Clark, Estill, Lee, Madison, Montgomery Powell, Wolfe

Program	Agency to Contact
Manpower Development and Training Institute (MDTA)	Local employment office
Jobs Optional	Local employment office
Neighborhood Youth Corps (NYC) In-school & out of school	Local boards of education in some areas
Mainstream	Local Community Action Agency
Job Corps	Local employment office
Youth Opportunity Campaign	Local employment office

Half-Way House:
Dismas Hous of Louisville, Inc.
124 West Oak Street
Louisville, Kentucky

This organization provides a half-way house for male parolees and ex-offenders and assists them in their return to society.

SCHOOLS

Vocational Schools (Private)

Opportunity Industrialization Center
Mr. Edwin Crocker, Executive Director
522 Lampton Street
Louisville, Kentucky

Vocational Schools (Public)

Mr. Charles E. Chattin
Superintendent
Ashland Area Vocational School
Route # 1, Box 520-A
Winslow Road
Ashland, Kentucky 41101

Mr. Phillip Hampton
Superintendent
Bowling Green Area Vocational School
P. O. Box 6000, 1845 Loop Drive
Bowling Green, Kentucky 42101

Mr. Claude W. Howard
Superintendent
Central Kentucky Area Vocational School
Vo-Tech Drive
Lexington, Kentucky 40505

Mr. Howard C. Warren
Superintendent
Daviess County Area Vocational School
1901 Southeastern Parkway
Owensboro, Kentucky 42301

Mr. B. J. Cawood
Superintendent
Harlan Area Vocational School
P. O. Box 936
Harlan, Kentucky 40831

Mr. Walter Prater
Superintendent
2130 Allais Road
Hazard, Kentucky 41701

Mr. Bill L. Evans
Superintendent
Jefferson Co. Area Vocational School
3101 Bluebird Lane
Jeffersontown, Kentucky 40299

Mr. Bill M. Hatley
Superintendent
Madisonville Area Vocational School
Box 563
Madisonville, Kentucky 42431

Mr. George L. Ramey
Superintendent
Mayo Area Vocational School
Paintsville, Kentucky 4120

Mr. James D. Patton
Superintendent
Northern Kentucky Area Vocational School
Amsterdam Road
Covington, Kentucky 41011

Mr. H. D. Noe
Superintendent
Somerset Area Vocational School
North College Street
Somerset, Kentucky 42501

Mr. Ray D. Brown, Superintendent
Tilghman Area Vocational School
2400 Adams Street
Paducah, Kentucky 42001

Mr. H. C. Mathis
Superintendent
West Kentucky Area Vocational School
1400 Thompson Avenue
Paducah, Kentucky 42001

Colleges:
Mr. Walter Bell, Placement Officer
Kentucky State University
Frankfort, Kentucky 40601
Phone: 502-564-5948

AREA DEVELOPMENT DISTRICTS

Barren River Area Development District
P. O. Box 154
Bowling Green, Kentucky 42101
T. Jack Eversole, Executive Director
Bill M. Guthrie, Human Resources Coordinator
Phone: 502-781-2381

Big Sandy Area Development District
Tourist Information Building
Prestonsburg, Kentucky 41653
Joseph L. McCauley, Executive Director
Phone: 606-886-2374

Bluegrass Area Development District
160 East Reynolds Road
Lexington, Kentucky 40503
Jesse Sekhon, Executive Director
Phone: 606-272-6656

Buffalo Trace Area Development District
State National Bank Building
Maysville, Kentucky 41056
Eugene Fox, Executive Director
W. B. Grant, Human Resources Coordinator
Phone: 606-564-6894

Cumberland Valley Area Development District
Laurel County Courthouse
London, Kentucky 40741
Gatliff Craig, Executive Director
Phillip Martin, Human Resources Coordinator
Phone: 606-864-9176

Fivco Area Development District
P. O. Box 636
Catlettsburg, Kentucky 41129
David Salisburg, Executive Director
James E. Conn, Human Resources Coordinator
Phone: 606-739-4144

Gateway Area Development District
P. O. Box 107
Owingsville, Kentucky 40360
Calvin S. Schneider, Executive Director
Vearl R. Pennington, Project Manager
Phone: 606-674-6355

Pennyrile Area Development District
128 North Main Street
Hopkinsville, Kentucky 42240
John W. Adams, Executive Director
Jimmie Daniel, Human Resources Coordinator
Phone: 502-886-9484

Green River Area Development District
P. O. Box 628
220 1/2 Frederica Street
Owensboro, Kentucky 42301
George Russell, Executive Director
Keith Sanders, Human Resources Coordinator
Phone: 502-685-2938

Jefferson Area Development District
Box 21336
Louisville, Kentucky 40221
Neil Farris, Executive Director
Phone: 502-361-8809

Kentucky River Area Development District
Box 986
Hazard, Kentucky 41701
Malcolm Holiday, Executive Director
Dwight Hendrix, Human Resources Coor.
Phone: 606-436-3158

Lake Cumberland Area Development District
Box 387
Jamestown, Kentucky 42629
Patrick R. Bell, Executive Director
Kermit Grider, Human Resources Coor.
Phone: 502-343-3520

Lincoln Trail Area Development District
306 First Federal Building
Elizabethtown, Kentucky 42701
James Peel, Executive Director
Mrs. Frances Johnson, Human Resources Coordinator

Northern Kentucky Area Development District
P. O. Box 117
12 Orphanage Road
Fort Mitchell, Kentucky 41017
Gordon Mullins, Executive Director
Phone: 606-331-5777

Purchase Area Economic Development District
607 1/2 West Broadway
Mayfield, Kentucky 42066
Leon T. Smith, Executive Director
Phone: 502-247-7171

OFFICIAL BOUNDARIES OF THE KENTUCKY AREA DEVELOPMENT DISTRICTS

KPDO January, 1970